Introduction

The "How to Clear Vendor Profile Validation Errors" Quick Reference Guide is designed to provide the minimum steps necessary in understanding how to clear your Validation Errors in your Alerts Tab.

Note: For Vendors that were previously registered in Bid4MI.

Pre-requisite

You must have the Seller Administrator Role.

Steps

Step 1: a.) From the Home Screen once logged in, select the **Seller Administrator Tab** located at the top, right hand corner of the screen. The **Alerts** page will display. b.) Click on the first Validation error link as highlighted. This will open up the electronic form with ALL Terms & Category questions. **Note:** Generally, if you have completed this process, the page will default to the **General Tab** instead.	
Step 2: a.) Fill out the form and answer each question. When **ALL** questions have been answered the alerts will be cleared on your Profile.	